



SAN JOAQUIN VALLEY COLLEGE

2012-2013 COLLEGE CATALOG SUPPLEMENT



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This supplement to the 2012 College Catalog is provided to notify you of corrections to content and changes to college policy, programs, courses, admissions and graduation requirements which have occurred since the catalog was published in August 2012. It is a living document, and changes will be added throughout the year until publication of the next catalog in August 2013.

This supplement is divided into the following categories:

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COLLEGE POLICY REVISIONS

ACADEMIC HONESTY (page 27)

UPDATE TO PENALTIES SECTION

Investigation and Penalty

1. If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
2. The incident will be investigated and the Dean of Student Services will make a determination as to the seriousness of the charge.
3. If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

DEFINITION OF A CREDIT HOUR (page 42)

A credit hour is the amount of work represented in intended student learning outcomes and the coursework completed, inside and outside of the classroom. One credit hour is equivalent to a minimum of:

- (1) 15 hours of lecture/direct faculty instruction and 30 hours of outside of class student learning; or
- (2) 30 hours of lab/application and 15 hours of outside of class student learning; or
- (3) 45 hours of clinical experience/ externship in a course.

TUITION REVISIONS

BAKERSFIELD CAMPUS

MEDICAL STUDIES

DEGREE PROGRAM

RESPIRATORY THERAPY (page 17)

AY1 = \$19,890.00

AY2 = \$19,890.00

TOTAL = \$39,780.00

Beginning with 06/17/2013 start

RANCHO CORDOVA CAMPUS

MEDICAL STUDIES

DEGREE PROGRAM

RESPIRATORY THERAPY (page 18)

AY1 = \$24,250.00

AY2 = \$24,250.00

TOTAL = \$48,500.00

VISALIA CAMPUS

MEDICAL STUDIES

DEGREE PROGRAM

RESPIRATORY THERAPY (page 19)

AY1 = \$19,890.00

AY2 = \$19,890.00

TOTAL = \$39,780.00

Beginning with 06/17/2013 start

ACADEMIC PROGRAM REVISIONS

ADMINISTRATIVE HEALTH CARE MANAGEMENT AS DEGREE (pages 63-65)

Hanford, Hesperia, Modesto, Rancho Cucamonga, and Temecula Campuses

REVISION: The courses in this program, on these campuses, are the same as the courses listed for San Diego and Lancaster campuses. Course listing provided below; course descriptions are found in the current catalog.

REVISED AHCM DEGREE COURSE LISTING

AHCM Degree Program

BUS 102	Business Math	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0

MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 210	Medical Office Principles	2.0
MOP 220	Medical Office Capstone	2.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		65.0

ADMINISTRATIVE HEALTH CARE MANAGEMENT CERTIFICATE (pages 112-113)
Hanford, Hesperia, Modesto, Rancho Cucamonga, and Temecula Campuses

REVISION: The courses in this program, on these campuses, are the same as the courses listed for San Diego and Lancaster campuses. Course listing provided below; course descriptions are found in the current catalog.

REVISED AHCM CERTIFICATE COURSE LISTING

AHCM Degree Program

ENG 121	Composition and Reading – Part A	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
MTH 121	College Algebra – Part A	3.0
Certificate Program Total		31.0

CLINICAL AND ADMINISTRATIVE MEDICAL ASSISTING AS DEGREE (pages 66-68)
Fresno, Hesperia, Modesto, Visalia, and Temecula Campuses

REVISION: The courses in this program, on these campuses, are the same as the courses listed for Lancaster, San Diego, Rancho Cordova, and Bakersfield campuses. Course listing provided below; course descriptions are found in the current catalog.

REVISED CAMA DEGREE COURSE LISTING

CAMA Degree Program

ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0

HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 205	Front Office Procedures	2.0
MAP 215	Back Office Procedures	2.0
MAP 225	Certification Readiness	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		65.0

CLINICAL MEDICAL ASSISTING AS DEGREE (pages 69-70)
Hanford and Rancho Cucamonga Campuses

REVISION: The courses in this program are the same as the CAMA program on all other campuses. Course listing provided below; course descriptions are found in the current catalog.

REVISED CMA DEGREE COURSE LISTING

CMA Degree Program

ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 205	Front Office Procedures	2.0
MAP 215	Back Office Procedures	2.0
MAP 225	Certification Readiness	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		65.0

CLINICAL MEDICAL ASSISTING CERTIFICATE (pages 114-115)

Fresno, Hanford, Hesperia, Modesto, Rancho Cucamonga, Temecula, and Visalia Campuses

REVISION: The courses in this program, on these campuses, are the same as the courses listed for Lancaster, Rancho Cordova, and San Diego campuses. Course listing provided below; course descriptions are found in the current catalog.

REVISED CMA CERTIFICATE COURSE LISTING

CMA Degree Program

ENG 121	Composition and Reading – Part A	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 125	Clinical Procedures	3.0
MAP 500	Externship	4.0
MTH 121	College Algebra – Part A	3.0
Certificate Program Total		31.0

HEALTH CARE ADMINISTRATION AS DEGREE (page 77)

Fresno and Visalia Campuses

REVISION: The courses in this program align with the medical office programs on other campuses. Course listing provided below; course descriptions are found in the current catalog.

REVISED HCA DEGREE COURSE LISTING

HCA Degree Program

BUS 102	Business Math	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
HCP 202	Microsoft Office for Health Care Professionals	3.0
HCP 203	Medical Office Management	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Hospital Billing	2.0
MOP 140	ICD Coding	3.0
MOP 210	Medical Office Principles	2.0
MOP 220	Medical Office Capstone	2.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
A.S. Degree Program Total		65.0

SURGICAL TECHNOLOGY AS DEGREE (pages 91-92)

Bakersfield and Fresno Campuses

REVISION: The courses in this program have been modified to align on both campuses. Content in courses has also been updated to include new CAAHEP requirements. Course listing and new course descriptions are provided below. This change is effective with the December 2012 cohort.

REVISED ST DEGREE COURSE LISTING

ST Degree Program

APMT 1	Anatomy and Physiology with Medical Terminology	5.0
ENG121	Composition and Reading – Part A	3.0
ENG122	Composition and Reading – Part B	3.0
MTH121	College Algebra – Part A	3.0
MTH122	College Algebra – Part B	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
STC3	Clinical Experience 1	5.0
STC4	Clinical Experience 2	7.0
STL1	Surgical Case Management Lab	2.0
STL2	Basic Surgical Procedures Lab	2.0
STT11	Introduction to Surgical Technology	5.0
STT12	Surgical Case Management	3.0
STT22	Basic Surgical Procedures	9.0
STT33	Advanced Surgical Procedures	7.0
STT44	Professional Development	6.0
A.S. Degree Program Total		72.0

NEW COURSES

The following new courses comprise the ST program:
GE and APMT 1 courses listed in current catalog

STC 3: Clinical Experience 1

5.0 units – 225 hours

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the postanesthesia care unit. The clinical sites are located within a 60-mile radius of the campus.

STC 4: Clinical Experience 2

7.0 units – 315 hours

Under direct supervision, at the assigned clinical site, the student will perform nonsterile and sterile surgical case management duties. The student must participate in a minimum of 120 select surgical cases. The clinical sites are located within a 60-mile radius of the campus.

STL 1: Surgical Case Management Lab

2 units – 45 hours

In this course students will practice the basic skills related to the principles of asepsis and the practice of sterile technique. The three phases of surgical case management are learned in the simulated operating room. Corresponds with STT 12: Surgical Case Management.

STL2: Basic Surgical Procedures Lab

2 units – 45 hours

Building on the basic skills learned in STL 1, students will assimilate surgical case management into regular practice and carry out mock surgical procedures in the simulated operating room.

STT 11: Introduction to Surgical Technology

5 units – 90 hours

This course covers development of medicine, surgery, and the field of surgical technology. Related professional practice issues are discussed. Patient care concepts, pharmacology, anesthesia, information technology, electricity, robotics, all-hazards preparation, and microbiology will also be studied.

STT 12: Surgical Case Management

3 units – 45 hours

Orientation to the surgical environment includes introduction of the roles of the surgical team members, attire, furniture, instrumentation, equipment, and supplies. The principles of asepsis and the practice of sterile technique are introduced. Fundamental elements of the three phases of surgical case management are presented. Basic Life Support for Healthcare Providers (CPR) is included.

STT 22: Basic Surgical Procedures

9 units – 150 hours

This course introduces noninvasive and invasive diagnostic procedures as well as basic surgical interventions for the following: general, obstetric and gynecologic, endoscopic, otorhinolaryngologic, genitourinary, trauma, and orthopedic.

STT 33: Advanced Surgical Procedures

7 units – 120 hours

This course encompasses an in-depth study of relevant surgical anatomy, physiology, pathophysiology, and diagnostic interventions as well as factors unique to the following advanced procedure areas: ophthalmic, oral and maxillofacial, plastic and reconstructive, oncologic, cardiothoracic, peripheral vascular, neurosurgical, and pediatric.

STT 44: Professional Development

6 units – 90 hours

Professional development and employability skills including resume writing and interview techniques are mastered. A comprehensive study of information learned throughout the program is provided in preparation for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

CORRECTIONS TO PROGRAM LOCATIONS, REQUIRED COURSES, UNIT VALUES AND CREDIT HOURS

CORRECTED PROGRAM LOCATIONS

PHARMACY TECHNOLOGY (Certificate, page 9, 111, 120)

Certificate program is not offered on the Bakersfield Campus.

CORRECTED REQUIRED COURSES

AVIATION MAINTENANCE TECHNOLOGY (Associate of Science degree, page 100)

AERO 50: Professional Licensing Seminar course number should be AERO 51.

HUMAN RESOURCE ADMINISTRATION (Associate of Science degree, page 60)

HRA 400: HRA Capstone was missing from the list of required program courses. Course Description is in the following section. As a result of this correction, the total units required to graduate from the program are as follows:

From: 65.0 units

To: 68.0 units

CORRECTED UNIT VALUES

PHARMACY TECHNOLOGY (Associate of Science degree, page 85)

Course list incorrectly stated PHR 120 as a 3 unit course. Course is actually 2 units. Course value is listed correctly with course description in the Catalog (page 156).

As a result of this correction, the total units required to graduate from the program are as follows:

From: 64.0 units

To: 63.0 units

VOCATIONAL NURSING (Associate of Science degree, page 97)

Course list is inadvertently missing three General Education courses that have always been a part of the program.

Add: PHIL 1C: Ethics, PSY 1: General Psychology, SOC 1: Introduction to Sociology (See **College Catalog** for course descriptions)

As a result of this correction, the total units required to graduate from the program are correctly listed:

From: 75.0 units

To: 81.0 units

CORRECTED COURSE HOUR LISTINGS

DENTAL ASSISTING (Associate of Science degree, page 71)

The Credit hours for each course, and total for program, have been added to the College Catalog:

Course ID	Course Name	Credit Units	Credit Hours
DA 105	Orientation to Dentistry	5.0	90
DA 110	Dental Anatomy and Patient Management	5.0	90
DA 115	Dental Regulations and Pre-Laboratory	5.0	90
DA 230	Dental Radiology	5.0	90
DA 235	Restorative Procedures	2.0	45
DA 305	Prosthodontics and Endodontic Specialties	2.0	45
DA 310	Periodontic and Oral Surgery Specialties	2.0	45
DA 315	Pediatric and Orthodontic Specialties	2.0	45
DA 405	Preventative Clinical Procedures	4.0	90
DA 505	RDA Licensure Review Seminar	2.0	45
DA 510	Externship and Professional Experience	4.0	200
ENG 121	Composition and Reading – Part A	3.0	45
ENG 122	Composition and Reading – Part B	3.0	45
MTH 121	College Algebra – Part A	3.0	45
MTH 121	College Algebra – Part B	3.0	45
NSC 1	Introduction to the Natural Sciences	3.0	45
PHIL 1C	Ethics	3.0	45
PSY 1	General Psychology	3.0	45
SOC 1	Introduction to Sociology	3.0	45
A.S. Degree Program Total		62.0	1235

VOCATIONAL NURSING (Associate of Science degree, page 97)

The Credit hours for each course, and total for program, have been added to the College Catalog:

Course ID	Course Name	Credit Units	Credit Hours
ENG 121	Reading and Composition – Part A	3.0	45
ENG 122	Reading and Composition – Part B	3.0	45
MTH 121	College Algebra – Part A	3.0	45
MTH 122	College Algebra – Part B	3.0	45
PHIL 1C	Ethics	3.0	45
PSY 1	General Psychology	3.0	45
SOC 1	Introduction to Sociology	3.0	45
VN 9	Anatomy and Physiology for Vocational Nurses	3.0	45
VN 11	Clinical Pharmacology for Nurses	4.0	60
VN 14	Nursing Fundamentals Theory	6.0	90
VN 21	Nursing of the Mature Adult Theory	8.0	120
VN 32	Maternity Nursing Theory	3.0	45

VN 33	Pediatric Nursing Theory	3.0	45
VN 40	Critical Care Concepts Theory	8.0	120
VN 46	Nursing Ethics and Professionalism	2.0	30
VN 51	Pharmacology: Dosages and Calculations	2.0	30
VN 100	Nursing Fundamentals of the Adult Clinical Rotation	3.0	160
VN 112	Nursing Fundamentals Skills Lab	1.0	80
VN 201	Nursing of the Mature and Older Adult Clinical Rotations	5.0	240
VN 301	Maternity and Pediatric Nursing Clinical Rotations	5.0	240
VN 401	Advanced Nursing Care in Medical/Surgical, Mental and Community Health Clinical Rotations	5.0	240
VN 501	Comprehensive Licensure Exam Review	2.0	40
A.S. Degree Program Total		81.0	1900

COURSE DESCRIPTION ADDITIONS AND REVISIONS

AERO 30: Aircraft Basic Science

9.0 units – 256 hours

Revised Course Description (Page 125)

This course provides a review of blueprint reading, mechanical drawings, fabrication of fluid lines and fittings, nondestructive testing methods, aircraft hardware and material identification, precision measuring techniques, aircraft corrosion control, and FAA documentation. Students will also use FAA and manufacturers' specifications and discuss mechanic privileges and limitations.

AERO 31: Basic Electricity and Electronics

9.0 units – 256 hours

Revised Course Description (Page 125)

Math concepts and application, basic electricity and electronics involving capacitance, inductance, volts, ampere, resistance and AC/DC circuits will be reviewed. The use of and interpretations of electrical schematics, flow-charts and diagrams is emphasized. This course will also cover the inspection and servicing of aircraft batteries and the physics of an aircraft with emphases on flight characteristics and weight & balance.

AERO 34: Turbine Engines

9.0 units – 256 hours

Revised Course Name and Description (Page 126)

This course will focus on the inspection, servicing, troubleshooting, overhauling, and repair of turbine engines and supporting elements. Powerplant, electrical and auxiliary systems are also covered.

AERO 36: Propellers and Engine Auxiliary Systems

9.0 units – 256 hours

Revised Course Description (Page 126)

This course will focus on the inspection, troubleshooting, overhaul, and repair techniques of carburetors, engine fuel metering systems and components. Engine fire detection and extinguishing systems, propellers and propeller control systems, and engine auxiliary systems are also covered.

AERO 51: Professional Licensing Seminar

9.0 units – 256 hours

Revised Course Description (Page 126)

The focus of this course is the review and practical application of the AMT license examination. Students will prepare for both the written and practical examinations. The course also covers a review of the professional opportunities for the AMT graduate.

CHE 3: General Chemistry

4.0 units – 90 hours

This course focuses on composition of matter and physical and chemical changes; fundamental laws and principles; atomic and molecular structure; acid-base chemistry, redox, equilibria; qualitative and quantitative techniques and theory.

CHE 4: Introduction to Organic and Biochemistry

4.0 units – 90 hours

This course is designed for allied health majors and focuses on the basic structural, physical, and chemical properties of organic and biochemical compounds. Topics include hydrocarbons and the chemistry of organic functional groups, and properties of carbohydrates, lipids, and proteins. The role of these compounds in metabolism and energy is also discussed.

ECON 1: Economics**3.0 units – 45 hours**

Revised Course Description (Page 142)

This course provides a general introduction and overview of economics and the role economics plays in society today. Topics in the course include taxes, the roles of supply and demand, elasticity, productivity, GDP, unemployment, competitive pricing, and the role of money in the economy. Students will discuss the impact these topics have on our economy and society. Students will understand and illustrate how each person's daily decisions affect the economy.

HRA 400: HRA Capstone**3.0 units – 45 hours**

This course is designed to give students practical experience and opportunity to apply their human resource administration skills to simulated circumstances. Students will problem solve HR situations, analyze case studies, interpret labor laws, and practice facilitation of professional employee development.

VRT 301: Beginning Surgical Assisting A**3.0 units – 45 hours**

Revised Course Description (Page 165)

In this course students will begin to demonstrate essential Veterinary Technician surgical team skills such as asepsis, sterilization, medical documentation, and surgical patient preparation. Components of an anesthetic machine and their functions, as well as anesthetic and analgesic drug classifications, patient monitoring and endotracheal intubation will be discussed.

VRT 308: Advanced Pharmacology**3 units – 45 hours**

This course emphasizes the chemistry of drugs, their pharmacodynamics and the pharmacokinetics with various species. Blood transfusion, fluid therapy nursing, alternative drug therapies, toxicological crisis situations, behavioral drugs and modification techniques will be studied. In-depth dosage calculation exercises will be performed.

VRT 310: Advanced Surgical Procedures A**3.0 units – 45 hours**

This course focuses on advanced licensure procedures for the Veterinary Technician. These will include principles of anesthesia induction, advanced surgical nursing techniques, dental prophylaxis and extractions, suture techniques, bandaging, splinting, emergency and critical care. Basic disaster planning and pet CPR are included.

VRT 320: Advanced Surgical Procedures B**2 units – 45 hours**

Students will demonstrate competency of advanced veterinary technician skills with anesthetic induction, suture techniques and dental prophylaxis and extraction techniques. Surgical assistance aptitude, critical care knowledge, and proper emergency response protocols will be performed and assessed.

VRT 403: Advanced Diagnostic Imaging Applications**2 units – 45 hours**

Revised Course Description (Page 166)

This course provides an overview of radiation control regulations and advanced techniques in radiology. Student will produce quality radiographs and perform various restraint techniques, including special positioning for orthopedics, thoracic and abnormal films. Contrast studies, dental x-rays, ultrasound, CT, MRI, and basic endoscopy will be discussed. Students will also continue to practice other lab skills when not producing radiographs.

VRT 406: Exotic and Lab Animals**3 units – 45 hours**

In this course students will learn to care for lab and exotic pet animals such as rodents, rabbits, birds, reptiles, amphibians and other various species. They will study basic care, handling and restraint, nail trims, and physical exams. Students will practice basic venipuncture techniques and administration of medications on these various species.

VRT 407: Course Review and Essential Skills**2 units – 45 hours**

In this course students will apply the knowledge gained throughout the program to preparation for the licensure exam and career. Students will practice answering exam questions as well as have hands-on lab time to solidify essential skills. Students will also reflect on how to prevent test anxiety and practice test preparation techniques.

VRT 490: Externship A**4 units – 180 hours**

This course provides work experience in a clinical setting under direct supervision of a veterinarian or RVT associated with the college. Hours and sites will be arranged by the student and approved by the veterinary faculty. Students will submit a completed supervisor evaluation, based on job tasks performed in the practice.

VRT 491: Externship B**1 unit – 45 hours**

This course provides continued work experience in a clinical setting under direct supervision of a veterinarian or RVT associated with the college. Hours and sites will be arranged

by the student and approved by the veterinary faculty. Students will submit a completed supervisor evaluation, based on job tasks performed in the practice.

FINANCIAL SERVICES REVISIONS

REMOVAL OF THE FOLLOWING SECTIONS:

Page 22

Academic Competitiveness Grant

~~The Academic Competitiveness Grant is available to recent high school graduates who have completed a rigorous program of student at a secondary school. See the Financial Aid office for specific eligibility requirements.~~

California Student Aid Commission Grants

~~The California Student Aid Commission offers Cal Grants each year. The Free Application for Federal Student Aid (FAFSA) and G.P.A. forms are available in the Financial Aid Office around January 1st of each year. See the Financial Aid Office for application deadlines.~~

WORDING CORRECTIONS TO THE FOLLOWING SECTIONS:

Federal Direct PLUS (Page 22)

Through the Federal Parent Loan for Undergraduate Students program, parents of dependent students may borrow funds to meet educational expenses. Repayment of this loan begins ~~sixty days after the loan origination date.~~ **once the loan is fully disbursed (paid out).**

Student Financial Obligation: Institutional Refund Calculation (IR) (Page 23)

If a student withdraws or is terminated from **SJVC** during the first week of class, ~~he/she will be charged a \$100.00 registration fee~~ **there will be no tuition charges.** If a student drops or is terminated from **SJVC** after the first week of classes, he/she will owe the College a \$100.00 registration fee, ~~plus~~ tuition as follows:

Determine the percentage of the academic year completed by dividing the number of weeks attended by the number of weeks in the academic year. Locate that percentage in the chart below to determine the amount of tuition owed.

TIME COMPLETE	TUITION OWED
.01% - 10%	10%
10.01% - 20%	20%
20.01% - 30%	30%
30.01% - 40%	40%
40.01% - 50%	50%

50.01% - 60%	60%
60.01% - 100%	100%

If a student drops or is terminated at any time after beginning the second or third academic year, the student will owe the College \$100.00 registration and tuition as described in the chart above.

For example: Assume that a student enrolled in an academic year of thirty weeks, with \$100.00 registration and \$12,450.00 tuition, withdraws from **SJVC** after completing five weeks and paying \$6,098.00 to the College.

Step 1: Divide 5 (the number of weeks completed) by 30 (the weeks in the academic year). The number derived in this step (.167) is called a decimal fraction and is converted to a percent by multiplying by 100. (.167 x 100 = 16.7%)

Step 2: Find 16.7% on the above referenced chart to determine the amount of tuition owed (20%).

Step 3: Multiply the tuition by 20%. In order to do this, convert the percent back to a decimal fraction. (\$12,450.00 x .20 = \$2,490.00)

Step 4: Add the \$100.00 registration fee to the tuition owed: \$2,490.00 + \$100.00 = \$2,590.00.

Step 5: Determine whether tuition money is owed to **SJVC**, or whether the College owes the student a refund by subtracting the amount owed from the amount of tuition that has been paid. In this example, the student paid \$6098.00 - \$2,590.00 that was owed = \$3,508.00 refund due.

New example:

For example: Assume that a student enrolled in an academic year of thirty weeks, with \$16,000.00 tuition, withdraws from **SJVC** after completing five weeks and paying \$4,600.00 to the College.

Step 1: Divide 5 (the number of weeks completed) by 30 (the weeks in the academic year). The number derived in this step

(.167) is called a decimal fraction and is converted to a percent by multiplying by 100. ($.167 \times 100 = 16.7\%$)

Step 2: Find 16.7% on the above –referenced chart to determine the amount of tuition owed (20%).

Step 3: Multiply the tuition by 20%. In order to do this, convert the percent back to a decimal fraction. ($\$16,000.00 \times .20 = \$3,200.00$)

Step 4: Determine whether tuition money is owed to **SJVC**, or whether the College owes the student a refund by subtracting the amount owed from the amount of tuition that has been paid. In this example, the student paid $\$4,600.00 - \$3,200.00$ that was owed = $\$1,400.00$ refund due.

Retaining Financial Aid Received: Return to Title IV Funds calculation (R2T4) (Page 23)

Students who use Federal Financial Aid (for example: Pell Grant, SEOG, Direct Stafford Loan and Direct PLUS) to pay for tuition expenses need to understand what happens in the event that they are dropped or terminated from **SJVC**. The calculation to determine the amount of financial aid to be retained by the institution (R2T4) is different than the one used to determine the amount of tuition owed by the student (IR). The R2T4 calculation must be performed prior to the IR for student receiving Federal Financial Aid. In this calculation the College will determine the percentage of the period of enrollment completed using the academic year start date and end date. The College may retain only that percentage of funds received and the funds that could have been received for the enrollment period, and must return any overage to the financial aid source(s). The percentage will be calculated using days or clock hours, depending on the program of study. **The College is required to use the Title IV (R2T4) Refund Calculation prior to the Institutional Refund (IR) Calculation. Any refunds due from this calculation must be made, regardless of how much tuition is owed to the College. This calculation is different than the one used to determine tuition owed. In this calculation, we divide the calendar days the**

student attended by the calendar days in the enrollment period. Financial aid is awarded and posted for one enrollment period (academic year) at a time.

~~For example, a student completed 35 days in an enrollment period of 205 days and the College received a total of \$7,502.00 and an additional \$7,502.00 could have been received for the enrollment period (\$15004.00 total):~~

~~**Step 1:** Divide the number of days completed by the days in the enrollment period. ($35 \div 205 = .334$)~~

~~**Step 2:** Determine the amount of aid received that can be retained by multiplying the amount of aid received and aid that could have been received in the enrollment period by the percentage completed. In this example, the College can keep \$2565.68 ($\$15004.00 \times .171$)~~

~~The difference between what the College has received and what it can retain ($\$7502.00 - \$2565.68 = \$4936.32$) will be refunded to the financial aid source(s) as described below.~~

New example:

For example, a student completed 35 days in an enrollment period of 210 days. Dividing 35 by 210 would result in the decimal fraction .166, converted to 16.6% by multiplying by 100. The student completed 16.6% of the enrollment period.

The student may keep only 16.6% of the Title IV financial aid posted or that could have posted to his/her account. If the College could have received \$10,000, only \$1,660 may be kept, with the difference returned to the financial aid source in the manner described in the section below.

If the student is eligible for more funding than was disbursed, the College will provide written notification and instructions for receiving a post-withdrawal disbursement.

APPENDIX A: EMERGENCY, MEDICAL AND CRISIS RESOURCES

UPDATED LIST OF RESOURCES

Campus	Hospital	Police Dept	Rape Crisis Center
Aviation	Clovis Community Center 2755 Herndon Ave. Clovis, CA 93611 (559)324-4000	Fresno City Police 2323 Mariposa Street Fresno, CA (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Business: (559) 497-2900 Hotline: (559) 222-7273 Fresno, CA 93701
Bakersfield	Mercy Hospital 2215 Truxtun Ave. Bakersfield, CA 93301 (661)632-5000	Bakersfield Police 1601 Truxtun Avenue Bakersfield, CA 93301 (661)327-7111	Alliance Against Family Violence & Sexual Assault Business: (661) 322-0931 Hotline: (661) 327-1091 Bakersfield, CA 93303
Hanford	Adventist Medical Center 115 Mall Drive Hanford, CA 93230 (559)582-9000	Hanford Police 425 N. Irwin Hanford, CA 93230 (559)585-5235	Family Services of Tulare County Business: (559)732.7371 Hotline: (559)732-7371 Visalia, CA 93291
Hesperia	Desert Valley Center 12276 Hesperia Rd. #1 Victorville, CA 92395 (760)241-8000	Hesperia Police 9700 Seventh Avenue Hesperia, CA 92345 (760) 947-1000	Riverside Area Rape Crisis Center Business: (951)686.7273 Hotline: (866) 686.7273 Riverside, CA 92507
Fresno	St. Agnes 1303 E. Herndon Ave. Fresno, CA 93720 (559)450-3000	Fresno City Police 2323 Mariposa Street Fresno, CA (559) 621-7000	Resource Center for Survivors of Sexual Assault (RCS) Business: (559)497-2900 Hotline: (559) 222-7273 Fresno, CA 93701
Lancaster	Antelope Valley College 1600 W. Avenue J Lancaster, CA 93534 (661)949-5000	Lancaster Police 501 W. Lancaster Blvd. Lancaster, CA 93534 (661)948-8466	Sexual Assault Response 1600 W. Avenue L (661)723-7273
Modesto	Kaiser Permanente 4125 Bangs Avenue Modesto, CA 95356 (209)557-1000	Stanislaus Sherriff 250 E. Hackett Modesto, CA 95358 (209)525-7216	Haven Womens Center of Stanislaus Business: (209)524-4331 Hotline: (888)454-2836 Modesto, CA 95354
Rancho Cordova	Mercy San Juan Medical 6501 Coyle Avenue Carmichael, CA 95608 (916)537-5000	Rancho Cordova Police 2897 Kilgore Road Rancho Cordova, CA 95670 (916)875-9600	PEACE for Families Business: (916)773-7273 Hotline: (800)575-5352 Roseville, CA 95747
Rancho Cucamonga	Rancho San Antonio 7777 Milliken Avenue Rancho Cucamonga, CA 91730 (909)948-8000	Rancho Cucamonga PD 10510 Civic Center Drive Rancho Cucamonga, CA 91730 (909)447-2800	Project Sisters Family Services Business: (909)623-1619 Hotline: (626)966-4155 Claremont, CA 91711
San Diego	Scripps Mercy Hospital 4077 5 th Ave. San Diego, CA 92103 (619)294-8111	San Diego Police Dept 3750 Sports Arena Blvd. San Diego, CA 92103 (619)531-1540	Rape Crisis Center Business: (760)747-6282 24 Hour Hotline: (888)385-4657
Temecula	Inland Valley Medical Ctr. 36485 Inland Valley Drive Wildomar, CA 92895 (951)677-1111	Temecula Police 30755-A Auld Road Murrieta, CA 92563 (951)696-4357	Center Against Sexual Assault Business: (951) 652-8300 Hotline: (866)373-8300 Hemet, CA 92543
Visalia	Kaweah Delta 400 W. Mineral King Visalia, CA (559)624-2215	Visalia Police 303 S. Johnson Street Visalia, CA 93291 (559) 734-8116	Family Services of Tulare County Business: (559)732-7371 Hotline: (559)732-7371 Visalia, CA 93291

***When reporting an Emergency dial 911**